

CASTLE Job Description

Job Title: Special Event Coordinator	Program: Administration	Date Created or Reviewed: 09/30/16
Reports To: Executive Director	FLSA Status: Hourly	Schedule: Temporary/Seasonal



BASIC FUNCTION

This position assumes responsibility for CASTLE's seasonal special events, which includes all logistics of event through administering, organizing, scheduling, and conducting all required, established procedures.

SUPERVISORY RESPONSIBILITY

Only minor delegation to and supervision of assigned volunteers.

PRINCIPAL ACCOUNTABILITIES

Follow established timeline for special event, updating as needed, and communicate with Executive Director.

Layout, design, and coordination of printed materials for special event, such as table numbers, event program, evening's menu, etc. Layout and design, in conjunction with commercial printer, event banners, verifying appropriate sponsors are listed and information is accurate.

Coordinate all silent auction items by creating descriptions and content value of each item or gift basket contents. Drafting silent auction bid sheets and assign auction item numbers, ensuring numbers correspond to all printed materials. Collaborate with volunteer gift basket designers on silent auction items.

Receive and review updated contract copies for event, ensuring sponsor logos are placed within the appropriate advertising platforms, such as social media, banners, event program, etc.

Administer and update social media platforms and agency website with sponsors' logos.

Coordinate and utilize adult community volunteers (from established listing) to assist with special event preparations and at event. Schedule CASTLE staff volunteers with assigned work stations at event.

Arrange and schedule student volunteers groups, from local high schools, to work event as table bussers.

Arrange with vendors and verify all event logistics including: tables, chairs, linens, ice, beverages, alcohol, dinnerware, table décor, etc. (list not exhaustive).

Reserve commercial truck to transport items to/from event venue.

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Develop and maintain positive, professional relationships with sponsors, vendors, event venue, and community members.

Maintain and update an electronic list of event vendor contacts.

Participate in regularly scheduled special event team and committee meetings.

Update Outlook calendar with all prospective appointments and visits.

Perform other duties as assigned by the Executive Director.

CORE COMPETENCIES

- Professionally maintain confidential information and client confidentiality at all times.
- Possess a clear understanding of the Florida statute on mandatory child abuse reporting requirements. Report child abuse to the abuse registry and following incident reporting procedures, whenever occurs or suspected.
- Understand and comply with the National Association of Social Workers Code of Ethics.
- Maintain the positive, professional image of the agency through demeanor, actions, dress, and behavior at all times.
- Solid problem solving, decision making, and outstanding organizational skills.
- Strong computer skills and excellent written and verbal communication skills. Proficient in graphic design skills.
- Ability to work independently and as part of a team.

QUALIFICATIONS

- Administrative office experience or event coordinating experience is required.
- Valid Florida driver's license, proper insurance, and reliable transportation required.

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PHYSICAL AND ENVIRONMENTAL CONDITION

- Ability to regularly lift and/or move 25 lbs.
- Ability to travel required for local errands, using agency vehicle.
- On-site work in the office is required. Availability for occasional evening or weekend may be necessary. Must be available to work the dates of specific special events.

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Name: _____ Date: _____

I have read and understand the responsibilities of this job. I understand that this position is a temporary/seasonal position.

I have also had the opportunity to ask questions regarding this position and have received a copy of this job description. I understand that the CASTLE may change this job description at any time.

I certify by my signature that I am able to meet the requirements of this job. I will require the following accommodations (if any) to complete this job in order to meet the requirements of this position:

Signature

Date

To apply, please send a cover letter and your resume to Brent Pierce at bpierce@castletc.org.